



Scottish Wider  
Access Programme

# Scottish Wider Access Programme 2016-17 Student Handbook

The SWAP East Office is there to help you throughout the year. If you have any questions about any of information in this booklet or need further advice at any point then please get in touch.

Call us on 0131 650 6861 or email [swapeast@ed.ac.uk](mailto:swapeast@ed.ac.uk) .

[www.scottishwideraccess.org/east](http://www.scottishwideraccess.org/east)

# 1. SWAP Registration

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You've already enrolled at College, but we need you to register with SWAP too. All SWAP students need to register with us so that we know you are a SWAP student and we have your contact details. Please register as soon as you can once you've started your course.

Online registration is quick and easy via the SWAP website at <http://www.scottishwideraccess.org/east-current-students>

1. Click on **"Register Now"**. This should bring up an online form.
2. **Fill in your details.** Some of the information fields are compulsory and you won't be allowed to submit until they are complete.
3. Once you have completed the form **press submit**. The next screen will say that you have successfully completed the form. All done!

If you encounter any problems get in touch with the [SWAP East office](#).

# 2. Progression Routes

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Progression routes simply mean the university degrees you can progress to once you've successfully completed your SWAP access programme. For some SWAP students these routes will be more obvious than for others. Nursing students, for example, will normally progress to nursing degrees, whereas social sciences / humanities students or life science students have a much broader range of possible degree options to consider.

To see the options available have a look at the **progression route search** on the SWAP East website at:

<http://swapsurvey.org/progression/east>

Type in the subject(s) you want to study to see which SWAP East partner universities offer related degrees and what the entry requirements are (see info on Profile Grades). *NOTE: To find out about degrees at the University of St Andrews type in 'General'.*

## **Non SWAP East Universities**

The progression search only includes info for SWAP East partner universities. You can apply to other universities but there is no guarantee they will consider your application – it will depend on the individual university and the subject. For very popular programmes, e.g. primary education, physiotherapy or nursing, you are unlikely to get an offer from a non-SWAP East university, however for less popular degree programmes you may well get an offer.

If you decide to apply to a university outside Scotland or if your chosen degree course is not listed on the progression route search, please **speak to SWAP for advice before you apply.**

## **3. SWAP Profile Grades**

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At the end of the SWAP programme, your course tutor will award you three 'Profile Grades'. These grades are an assessment of your performance across the course and throughout the year.

Profile grades are an indicator of your ability to succeed at degree level study and universities take them into account when deciding on admission. Entry to university will depend on you achieving specific SWAP profile grades e.g. AAB or ABB. It is important to note that SWAP Profile Grades are NOT the same as SQA Higher Exam Grades.

**All students must complete the programme by achieving at least 18 credits in order to pass and be given an overall SWAP profile grading.** Students who withdraw early from the programme or who don't achieve enough credits cannot be given a profile grading as there will be insufficient evidence on which to base the final assessment.

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## **Profile Grading for Arts, Humanities, Social Sciences Students & Nursing Students**

You will be awarded three grades (A-C) reflecting your performance in the three key academic skills of **Knowledge, Understanding, and Analysis**.

### **KNOWLEDGE:**

The ability to quickly absorb new information and acquire and develop broad knowledge of a variety of subject areas

### **UNDERSTANDING:**

The ability to develop a depth of understanding of the central concerns and approaches to a variety of subject areas.

### **ANALYSIS:**

The ability to evaluate differing points of view with insight and engagement

Your performance will be assessed according to the **evaluation criteria** on page 5. The grade awarded for each of the key skill will be an average of your performance across all of the subjects you have studied.

## Evaluation Criteria for Arts, Social Sciences, Humanities, Languages & Nursing Students:

Grade	Grade Descriptor	
A	Summary	<i>Very able overall performance suggesting that degree level work will be well within the capabilities of this student.</i>
	Evidence	Assessed work consistently exceeds the minimum requirements and demonstrates very effective independent study skills.
B	Summary	<i>Able overall performance suggesting degree level work will be within the capabilities of this student.</i>
	Evidence	Assessed work always meets and sometimes exceeds the minimum requirements and demonstrates effective independent study skills.
C	Summary	<i>Diploma level work may be more appropriate for this student.</i>
	Evidence	Assessed work meets the minimum evidence requirements and demonstrates independent study skills.

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## Profile Grading for Science & Engineering Students

You will be awarded three grades (A-D) reflecting your performance in the three main subjects of your programmes as follows:

SWAP Programme	Subject Areas Assessed
Biological / Life Sciences	Maths, Biology, Chemistry
Physical Sciences	Maths, Physics, Chemistry
Engineering	Maths, Engineering, Technology

Each subject grade is based on an average of your performance across all units studied. Grades will be determined according to the science and engineering **evaluation criteria** set out on the table on page 6.

## Evaluation Criteria for SWAP Science & Engineering Programmes:

Grade	Grade Descriptors	
A	Summary	<b><i>Achieved the units with great ease and displayed a very able overall performance. Degree level study should be well within the capabilities of this student.</i></b>
	Evidence	Assessed work is submitted on time and is usually complete and accurate. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Assessments are sat on time and passed at the first attempt and with no or only a few minor errors. Student demonstrates good practical laboratory skills.
B	Summary	<b><i>Achieved the units with relative ease and required little or no assistance. Displayed an able overall performance. Degree level study should be within the capabilities of this student.</i></b>
	Evidence	Assessed work contains some errors, but shows a clear understanding of most topics. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Student demonstrates satisfactory practical skills. Student may have been required to retake an assessment. Assessments are of an acceptable standard with little revision required.
C	Summary	<b><i>Achieved the units but required considerable assistance. Diploma level study may be more appropriate than degree level work for this student at this stage.</i></b>
	Evidence	Assessed work is adequate. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Student required to repeat most assessments following remediation.
D	Summary	<b><i>Achieved some units or some outcomes but with great difficulty. Student is not yet ready for higher level study.</i></b>
	Evidence	Much of the assessed work is either unsatisfactory or not completed. This may include any relevant assessed coursework e.g. research reports, laboratory reports, presentations, and practical assessments. Assessments frequently require to be repeated. Assessed work is frequently submitted late and / or is of a poor standard or incomplete. Considerable assistance is required to enable the student pass units or outcomes.

## 4. UCAS

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If you are applying to university, you must apply via [UCAS](#). You should start researching your options as early as possible. It's a good idea to attend university open days if you can – find dates in the student section of the website.

**It is very important that you apply to UCAS as a SWAP East student. You'll need to register with UCAS using the SWAP East buzzword.** You'll also need to know the SWAP East Centre number for filling in the education section.

<b>BUZZWORD = swapeast2017      CENTRE NO. = S75367T</b>
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Your college will have a different buzzword and centre no. but you should use the SWAP East details so that universities can see you are a SWAP student and so that SWAP can monitor your application.

The final deadline for applications is **6pm on 15<sup>th</sup> January 2017**.

### UCAS Help

Guidance on applying to UCAS can be downloaded from the student section of the SWAP East website. Please use this to help you complete the application correctly. The Education Section in particular can be tricky for SWAP applicants and the Guidance notes will help.

Your college will probably have guidance or support staff who can help with UCAS applications. The UCAS website at [www.ucas.com](http://www.ucas.com) has some useful tips and the [UCAS helpline](#) can help with technical queries. SWAP is happy to help too and you should feel free to [contact the office](#) with any questions or problems.

## 5. Getting into University

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There's no guarantee of a place at university. To give yourself the best possible chance you need to make sure that you:

1. **Complete ALL units of the SWAP programme.** Otherwise you may not have enough units to pass the course. **This includes any Preparation for Higher Education or college Personal Development units.** You should also aim to attend the relevant SWAP study skills day in Nov/Dec.
2. Provide a **strong, well-written and relevant personal statement** on your UCAS application which conveys your commitment to your chosen subject area(s) and highlights any relevant skills and experience.
3. **Prove you are committed:** attend class, complete assignments in good time and as per the brief, contribute to class discussions, organise your time effectively etc. Your tutor will be taking these things into account when writing your UCAS reference.
4. **Achieve the SWAP Profile Grades** required for the degree programme you want to join (and know what they are!)

## Alternatives to University

You might not want to go to university or to go straight away. Perhaps you would prefer to progress to a HNC/D programme at college. If that is the case, speak to your tutor and/or college guidance staff for advice on your options. Check out college websites to see what's on offer. The [ELRAH route finder](#) will give you an idea of some of the degrees a HNC/D can lead on to: [www.elrah.ac.uk](http://www.elrah.ac.uk) HNC/D programmes often fill up quite quickly so aim to apply as early as you can in 2017.